


TO: District Superintendents

FROM: A. Len Richardson, Director   
Office of Finance

DATE: March 19, 2010

RE: Data Reports Due to South Carolina Department of Education

Several reports for Pupil and Staff Accounting are due to the South Carolina Department of Education (SCDE) by **April 13, 2010**. Please read the following carefully to ensure timely and accurate submission of all data (both electronic and manual).

**135- Day Pupil Accounting Membership and Attendance and Student Accountability Cumulative Class Reports** – These reports are due to the SCDE on or before **April 13, 2010**. All EIA Student Accountability, 3 and 4 year old data, and EFA Pupil Accounting data for funding purposes for school year 2009-2010 must be submitted in SASI through Entrata or in PowerSchool through SWEET.

**Early Intervention Programs for the Preschool-Age Handicapped Children Act Report** – This report is due to the SCDE on or before **April 13, 2010**. Please use the attached form to report the number (a cumulative head count) of children served as of the 135th day of school. Instructions for completing the report are on the back of the form.

All 3-, 4- and 5-yr old disabled children must be reported in one of the four service areas. This includes 4-yr-old Visually and Hearing Handicapped children and all 5-yr-old disabled children. Services provided to 4-yr-old and 5-yr-old Visually Handicapped and Hearing Handicapped children will continue to be reported through Pupil Accounting and will be funded under the Education Finance Act.

**Home Schooling Report** - Attached is a report form on which the numbers of home-schooled pupils are to be reported to the SCDE. The form is a one page consolidated district report. Pupils are not to be reported individually by school. The number (head count) of home instructed pupils in your district should be reported after the 135th day of school and sent to the Office of Finance no later than **April 13, 2010**.

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Any pupil who was approved and received Home Instruction, under the provision of Section 59-65-40, between the 1st and 135th day of school should be included in this report. Report only those students that are supervised by your district. Students whose instruction is conducted under the sponsorship of the South Carolina Association of Independent Home Schools are not eligible for funding.

Funding will be forwarded after reports have been received and compiled. Funds should be recorded under Revenue Account Number 3132.

Funding for Home Instruction is based on the current EFA Base Student Cost multiplied by the weighting. The Base Student Cost (BSC) is subject to change.

$$2009-2010 \text{ BSC } \$1,764.98 \times .25 = \$441.24 \text{ per pupil}$$

Districts must retain the appropriate documentation for each pupil, a copy of the Home Instruction form, and a by-name listing of all approved pupils.

Any questions concerning any of these report submissions can be directed to the Financial Systems Section at 803-734-8122. Forms can be mailed to the address listed on the form or faxed to 803-734-8574.

Attachments (2)

cc: School Business Officials, (electronic copy)  
Technology Coordinators, (electronic copy)

**SOUTH CAROLINA DEPARTMENT OF EDUCATION  
EARLY INTERVENTION PROGRAMS FOR PRESCHOOL-AGE HANDICAPPED CHILDREN ACT  
STUDENT REPORT – FY 10 – 135 Day**

DISTRICT NAME: \_\_\_\_\_ DISTRICT NUMBER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ROW#	AGE	ITINERANT	SELF CONTAINED	HOMEBASED	SPEECH	TOTAL
1	3					
*2	4					
3	5					
4	TOTALS					
*5	Number of VH or HH reported on row 2					

I CERTIFY THAT THIS REPORT IS TRUE AND CORRECT.

HANDICAPPED PROGRAM COORDINATOR:

\_\_\_\_\_  
TYPE OR PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

DISTRICT SUPERINTENDENT:

\_\_\_\_\_  
TYPE OR PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Return this form by **April 13, 2010** via fax or mail to:

SCDE Office of Finance, Room 303, 1429 Senate Street, Columbia, SC 29201 FAX (803) 734-8574

SDE-17-0008



## GENERAL INSTRUCTIONS

1. Children served under the provisions of "The Early Intervention Programs for Preschool-Age Handicapped Children Act" will be reported to the South Carolina Department of Education using this form.
2. Refer to the guidelines for Education and Related Services of Preschool Handicapped Children to determine evaluation procedures, eligibility and placement criteria, program standards, and program record keeping requirements.
3. Report at the district level. Do not report by individual schools. Complete the information required on the form following these instructions.
4. Report all three-, four-, and five-year-old handicapped children served between the 1st and 135th day of school. The report is a cumulative head count; therefore, continue to count students who have transferred out of the district.
5. Report each child by age and service model using this form. Children are eligible for services upon reaching the age of three years. Do not report children who reach the age of six years on or before September 1st of the current school year. Children are eligible for funding when the IEP and Placement Form are completed. All children reported must have a properly completed IEP and Placement Form on file.
6. Report each child only once by age and service model. Age: Report a three-year-old if the child reaches his or her third birthday prior to or on the 135th day of school. Report four- and five-year-old children using their age as of September 1st. Service Model: Children served in multiple models shall only be reported in one model. Report the child under the model in which the majority of service is provided. If the service is equally divided between multiple models, the district may select the model in which the child is reported.
7. Report children served in a resource program under the Itinerant service model.
8. Report children served in a Homebound EFA classification under the Homebased service model.

## SPECIFIC INSTRUCTIONS – PRE-SCHOOL FORM

1. Print or type the District Name, District Number, and Phone Number in the space provided.
2. On Row 1, enter the number of three-year-old handicapped children served by model.
3. On Row 2, enter the number of four-year-old handicapped children served by model. Include in this count the number of four-year-old Visually Handicapped (VH) and Hearing Handicapped (HH) children who are also reported under the Pupil Accounting System.
4. On Row 3, enter the number of five-year-old handicapped children served by model. Include in this count all five-year-old handicapped children who are also reported under the Pupil Accounting System.
5. Record the sum for each row under the TOTAL column for the appropriate row.
6. On Row 4, record the sum of each service model and the TOTAL column.
7. On Row 5, and under each service model column, enter the number of four-year-old Visually Handicapped (VH) and Hearing Handicapped (HH) children that were included in the number reported on Row 2 by service model.
8. The District Handicapped Program Coordinator and District Superintendent should both sign and date the form.

**S. C. DEPARTMENT OF EDUCATION  
HOME INSTRUCTION REPORT FORM  
FY 10 135 Day**

DISTRICT NAME \_\_\_\_\_

DISTRICT NUMBER \_\_\_\_\_

DISTRICT CONTACT \_\_\_\_\_

\_\_\_\_\_ pupils were approved by your local school district board and received Home Instruction between the 1<sup>st</sup> and 135<sup>th</sup> day of school, under the provisions of Section 59-65-40, of the 1976 Code of laws, as amended July 1, 1988. Students whose instruction is conducted under the auspices of the South Carolina Association of Independent Home Schools are not eligible for funding.

I certify that this report is true and correct.

\_\_\_\_\_  
Superintendent's Signature or Designee

Return this form by **April 13, 2010** via fax or regular mail to:

Office of Finance  
S. C. Department of Education  
303 Rutledge Building  
1429 Senate Street  
Columbia, South Carolina 29201  
Fax (803) 734-8574

SDE-17-0009